Director



November 18, 2004

Amendment No. 1

RFP No. 0513

Information Systems Division Project Management Services

Opening Date: November 30, 2004

Opening Time: 2:00 p.m.

Notice to Proposers:

A Request for Proposal for the above was sent to you. Please note the following:

## 0513 – Information Systems Project Management Services Questions and Answers

- Q. Section V, page 10, item 4: how will the County make the awarded firm(s) aware of the need for services (email; access to centralized 'staff work order' system, etc)
- A. E-mails will be sent to the vendor requesting specified services
- Q. Section V, page 10, item 4: does the County have any requirements regarding method used to submit resumes? Will the County accept resumes via email?
- A. The County will accept fax, e-mail and standard mail
- Q. Section V, page 10, item 5: what does the County take into consideration when determining the "maximum compensation for the specific contract"?
- A. The determination is based on the estimated time requirements and the budget allowance for Project Management
- Q. Section V, page 11, item 10: what are the WCIS standards for documentation?
- A. These are available for review at the Information Systems Division, 515 W. Moreland Bldg., Waukesha, WI 53188. Telephone number is 262.548.7610, Mike Biagioli, Manager of Information Systems
- Q. Does Waukesha County already have a vendor list for requesting PM's or will this be a new and separate list?
- A. No, this will be a new and separate list

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- Q. What type of projects are you anticipating over the life of this RFP?
- A. They will run the gamut of Information Technology related projects for the County
- Q. What do you anticipate as the length of each engagement and would the project manager be fulltime on the project?
- A. The nature of each project will determine the length and time requirement of each engagement
- Q. Page 10, item 5 and paragraph 2: Does the company that had the original project manager on the project have first opportunity to back fill the position?
- A. Yes
- Q. As regards to the knowledge and experience specifications described in the *Project Management Services* section, how would Waukesha County describe the Project Manager skill set "split" between functional knowledge areas (e.g., common government domain knowledge) and technical knowledge areas?
- A. We define Project Management as an IT description; other areas of knowledge will be taken into consideration per each engagement
- Q. Does Waukesha County seek Project Managers that are proportionately more knowledgeable in one area than the other?
- A. No, sound project management experience will be the dominant requirement
- Q. Is it possible to provide a more detailed breakdown of functional skills required in addition to the project management services information already provided prior to the due date of the RFP?
- A. It is difficult to ascertain the projects we will encounter over the next two years. I can give you an overview of three projects that may be scheduled for 2005. Business requirements for HHS will require a business analyst, Dispatch PSAP may require a telecommunication and law enforcement specialist and the Cashiering System would require someone with a financial background.
- Q. In the RFP response, may the bidder supply details regarding its proprietary project management tools and/or techniques it believes are 1) consistent with and support the County project management process, and 2) differentiators in its capabilities?
- A. Yes, it will be considered a plus, however be cognizant that Waukesha County as a government agency must adhere to the State Statute re: <a href="http://folio.legis.state.wi.us/cgi-bin/om\_isapi.dll?clientID=83141&infobase=stats.nfo&j1=19.36&jump=19.36&softpage=Browse\_Frame\_Pg">http://folio.legis.state.wi.us/cgi-bin/om\_isapi.dll?clientID=83141&infobase=stats.nfo&j1=19.36&jump=19.36&softpage=Browse\_Frame\_Pg</a>
- Q. The RFP is clear that a "range" of rates is not acceptable in the RFP response. Recognizing that different projects can require different levels of experience, is it acceptable for the bidder to quote two firm rates in the RFP response (one rate for a Project Manager and one rate for a Senior Project Manager), which will be presented to the County on a project-by-project basis during the *Process for Obtaining Services* process depending upon the perceived need of that specific project?

A. Yes

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1320 Pewaukee Road, Room 370 Waukesha, Wisconsin 53188-2473 Phone: (262)548-7888 Fax: (262)548-7668 Q. As regards to the process described in the Process for Obtaining Services section: When the need for services arises and the awarded firm(s) receives the scope of service for a specific project, will the awarded firm(s) be given the opportunity to dialogue with the County regarding any specific questions it may have on the specific project before the award is made?

A. Yes

- Q. If the response to above is yes, how specifically is the above "question-and-answer" process to work? How much elapsed time will the awarded firm(s) have to develop and resolve their question(s)?
- A. A phone conference may suffice; the time allowed will vary by project
- Q. Recognizing that no minimum or maximum hours are guaranteed to an awarded firm, will the scope of services provided by the County include an estimated utilization requirement (e.g., percent of a project manager FTE) for the specific project? It is noted in the RFP that the scope of services will provide an estimated length of services, but no mention was made of expected utilization requirement on a projectby-project basis.
- A. Yes, the estimated utilization will be described
- Q. Will the County supply to the awarded firm(s) templates of project control documents per the Project Management Services section, or is it expected that the awarded firm(s) will bring its own templates and adapt them to County methods?
- A. The County will review vendor templates to fit within our standard
- Q. Does the County envision the need for Quality Assurance on specific projects?
- A. Quality Assurance will be a shared responsibility with County Staff
- Q. Where does the responsibility for Quality Assurance lie?
- A. It is assumed that the vendor will provide Quality Assurance but it is the County's responsibility to enforce Quality Standards
- Q. How many vendors do you intend to get the list of potential Senior Project Manager supplying vendors down to after your selection?
- A. Five (5)
- Q. What is the earliest start date possible for a project manager hired through this process? If it is in the next couple months, do you have a more detailed scope of work for the assignment you have in mind?
- A. February/March 2005

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## Q. If we are not in your database of vendors receiving these requests, can we still submit a proposal?

A. Yes, this is an open process and you need not be in our database, although it would be beneficial to your firm to complete a vendor registration application for future notification of Bids/RFPs through Waukesha County; go to <a href="https://www.waukeshacounty.gov">www.waukeshacounty.gov</a> - Vendor Services, then click on Vendor Registration and proceed by filling out the required information

This amendment should be attached to your price proposal and submitted in accordance with the directions stated in the Request for Proposal before 2:00 p.m. on the opening date. If you have already submitted your response, your amendment must be submitted prior to 2:00 p.m. of the opening date in a sealed envelope and identified in the lower left corner as follows:

Amendment to RFP No. 0513, Opening Date: November 30, 2004 Information Systems Division Project Management Services

ANY PROPOSAL/AMENDMENT RECEIVED IN AN ENVELOPE NOT PROPERLY AND CLEARLY MARKED AS SPECIFIED MAY RESULT IN THE PROPOSAL BEING REJECTED. The County is not liable for any proposal submitted in an improperly marked envelope.

Sincerely,

Susan M. Connelly Manager of Purchasing

This is to certify that I/we have read the above and have incorporated it in my/our response. I/we understand that the same terms and conditions of the Request for Proposal also apply to the above.

Signed:	Date:	
Name of Firm:		
Phone:	Fax:	
cc: file dept.		

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